

# The City of Nevada City



is now accepting applications for the position of

## Finance Manager

Current Annual Salary \$48,000-\$61,000

Excellent benefit package including enhanced retirement benefits of 2.5% @ 55



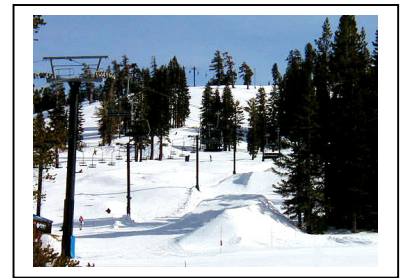
# About Nevada City and Nevada County



Nevada City is one of the best-kept secrets in all of California as the place to live. Situated among tall pines, dogwoods and beautiful maples, we enjoy the many changing colors of each season. While occasional snow showers may occur during winter, the area is well known for being above the Sacramento fog and below the heavy snow of the Sierras. Although Nevada City continues to grow, it still maintains a small town atmosphere. Nevada City is a unique place where the quality of life comes first.

## Recreational Opportunities

Western Nevada County is located in the Sierra foothills and offers many activities for the outdoor enthusiast. The area boasts two important state parks, and acres of trails for hiking, mountain biking or horseback riding. Nearby lakes are available for boating, swimming and fishing. The Yuba River offers an abundance of natural swimming holes, hiking trails and during spring runoff, attracts avid kayakers. Donner Summit offers hiking among mountain wildflowers and breathtaking scenery. Downhill and cross-country skiing is within a 45-minute drive. Several parks offer tennis courts, pools and play equipment for family gatherings. Campground facilities are located throughout the County for the camping enthusiast.



## Arts and Cultural Activities



For the art enthusiast, Nevada County and Nevada City boast art galleries, live theatre, historic buildings, quaint bed and breakfast establishments and award winning wineries. During the holiday season, Nevada City and Grass Valley play host to Victorian and Cornish Christmas, a favorite among visitors and locals. Visitors wishing to learn more about Nevada County's rich history in gold mining can visit several mines, learn how to pan for gold or visit Nevada County's Historical Library.



## Position

Under the administrative direction of the City Manager, this position manages the financial services and reporting for the City, and provides oversight for the human resources, and information resources functions. This position exercises independent judgment and discretion in formulation, managing and controlling administrative and fiscal policies and in strategic planning for financial, human resources and information systems. The financial services include accounting, treasury, debt management, purchasing, budgeting, capital planning, risk and insurance management, management analysis, and strategic planning for the fiscal health of the City.

The Finance Manager also serves as Deputy City Treasurer; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### **Example of Duties**

1. Serve as Deputy City Treasurer; assume responsibility for the investment of City funds in conjunction with the City Treasurer.
2. Assume management responsibility for all fiscal-related department services and activities including general accounting functions, fiscal reporting, accounts payable, billing systems, payroll, inventories, internal accounting controls, external audit coordination, annual budget preparation, presentation, analysis, and update.
3. Assume responsibility for the maintenance of City accounting records; assume responsibility for the submittal of all reports as required by the City Manager, City Council, County, and state and federal governments on various topics.
4. May serve as the City's Risk Manager/Safety Officer; report to the City Manager on risk management issues.
5. Administer the day-to-day activities of the City's insurance programs including health, liability, Workers Compensation, life, and casualty insurance; serve on the Board of the Joint Powers Authority for liability and Workers Compensation insurance.

### **Education and Experience Guidelines**

The standard manner to acquire the knowledge and abilities needed to successfully perform the essential duties is:

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course works in accounting, finance, business or public administration, or related field. A related Master's degree is desirable.

#### **Experience:**

Six years of increasingly responsible professional finance and accounting experience including three years of management and administrative responsibility. Experience in human resources and information technology management desirable.

#### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of, or ability to obtain, professional certification (CPA, CMA) is desirable.

### **Compensation and Benefits**

#### **Annual salary range depending on qualifications**

\$48,000-\$61,000

PERS-Employer paid enhanced retirement of 2.5% @55  
Paid Administrative Leave  
3 weeks paid vacation  
Fourteen holidays per year

Deferred Compensation Plan available  
Fully paid Family Medical  
Dental and Vision plans  
Educational Reimbursement

#### **Open Until Filled**

First cut-off date: August 31, 2006

Visit [www.nevadacitychamber.com](http://www.nevadacitychamber.com) to learn more about our beautiful city.

#### **APPLICATION PROCEDURE**

**Submit all applications to:**  
**City of Nevada City**  
**Attention Finance Manager Recruitment**  
**317 Broad Street**  
**Nevada City, CA 95959**

**For questions or complete job description please call 530/265-2496**